

25X1A

19 NOV 1983

MEMORANDUM FOR: DDI [REDACTED]

SUBJECT : Within-Grade Increases for Contract Employees/Career Agents

1. Attached are certification forms for Contract Employees/Career Agents eligible for within-grade increases. Please complete and return to Mr. [REDACTED] Room 5 E 69 Headquarters.

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2. For Contract Employees/Career Agents working at Headquarters, the form should be signed by the supervisor responsible for an individual's performance. For Contract Employees/Career Agents assigned elsewhere, the form should be signed by the appropriate operating official or his designee at Headquarters.

3. The effective date of a within-grade increase for part-time or WAE Contract Employees will have to be filled in by the Division based on actual time worked according to Division Time and Attendance records. The certification form will only show the last effective date of a within-grade increase.

4. Certification forms will be forwarded each month on those Contract Employees/Career Agents eligible for within-grade increases. A memorandum requesting a within-grade increase is no longer required. Information in the Personnel Contract Computer System (PERCON) will be used to produce the certification forms. Since the system is new please check your records carefully to be sure that within-grade information in the PERCON system is correct. Any discrepancies should be reported immediately to Mrs. [REDACTED] (7170) or Mrs. [REDACTED] (7841). 25X1A

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[REDACTED]
Contract Personnel Division

Attachment: As stated

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C-E-C-R-B-T

Group 1
Excluded from automatic
downgrading and
declassification